

**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**FEASIBILITY STUDY REPORT OUTLINE**

**1.0 EXECUTIVE PROJECT APPROVAL TRANSMITTAL**

- 1.1 Department Name
- 1.2 Project Title
- 1.3 Project Acronym
- 1.4 Departmental Priority
- 1.5 Agency Priority
- 1.6 Approval Signatures

**2.0 IT PROJECT SUMMARY PACKAGE**

- 2.1 Section A: Executive Summary
- 2.2 Section B: Project Contacts
- 2.3 Section C: Project Relevance to State and/or Departmental Plans
- 2.4 Section D: Project Schedule
- 2.5 Section E: Budget Information
- 2.6 Section F: Vendor Project Budget
- 2.7 Section G: Risk Assessment Information
- 2.8 Section H: Project Profile

**3.0 BUSINESS CASE**

- 3.1 Business Program Background
- 3.2 Business Problem or Opportunity
- 3.3 Business Objectives
- 3.4 Business Functional Requirements

**4.0 BASELINE ANALYSIS**

- 4.1 Current Method
- 4.2 Technical Environment
  - 4.2.1 Existing Infrastructure

**5.0 PROPOSED SOLUTION**

- 5.1 Solution Description
- 5.2 Rationale for Selection
- 5.3 Other alternatives considered
  - 5.3.1 Describing Alternatives

## **6.0 PROJECT MANAGEMENT PLAN**

- 6.1 Project Manager Qualifications
- 6.2 Project Management Methodology
- 6.3 Project Organization
- 6.4 Project Priorities
- 6.5 Project Plan
  - 6.5.1 Project Scope
  - 6.5.2 Project Assumptions
  - 6.5.3 Project Phasing
  - 6.5.4 Roles and Responsibilities
  - 6.5.5 Project Management Schedule
- 6.6 Project Monitoring
- 6.7 Project Quality
- 6.8 Change Management
- 6.9 Authorization Required

## **7.0 RISK MANAGEMENT PLAN**

- 7.1 Risk Management Approach
- 7.2 Completed DOIT RAM Report
- 7.3 Risk Management Worksheet
  - 7.3.1 Assessment
  - 7.3.2 Risk Response
  - 7.3.3 Risk Tracking and Control
  - 7.3.4 Risk Reserves

## **8.0 ECONOMIC ANALYSIS WORKSHEETS (EAWs)**

- 8.1 Existing System Cost Worksheet
- 8.2 Alternative System Cost Worksheet
- 8.3 Economic Analysis Summary Worksheet
- 8.4 Project Funding Plan Worksheet